

## San Diego Miramar College 2011-2012 Critical Classified Hiring Priority Recommendations

Status	Position #	FTE	Position Title	Department	Division	Rationale	Campus Rank
Resignation 5/31/10	3VET_J1_011519	1.00	SSA	Veterans' Affairs	Student Services	SSA in the VA office resigned. The duties are filled by an Admissions staff member. The SSA in the VA office is critical to providing timely, appropriate, and accurate instructions for approximately 700+ student veterans per semester. To maintain compliance with the DVA, audit due in 2012.	1
Retirement 4/30/11	3STR_E1_007691	1.00	Stock Clerk II	Receiving / Stockroom	Admin Services	There is a strong need to fill the vacant Stock Clerk II that resulted from a retirement in 5/1/11. Currently there is only one Stock Clerk I in this operation. When there are vacations, illness, or other absences this function must be covered by classified in other operations that are not specifically classified to do this work. Additionally, it is difficult to provide ongoing staffing with hourly assistance.	2
Resignation 7/22/10	3DSP_J1_009787	1.00	Sr. SSA	DSPS	Student Services	DSPS has no classified contract positions. The DSPS program is a federally mandated program with a requirement to serve all eligible students who request accommodation. Relying on hourly support only has been difficult due to hiring limitations and restrictions on the NANCE	3
Resignation 10/7/08	3PAC_E1_010762	0.40	Athletic Equipment Attendant	Hourglass Support	Admin Services	Currently there is one 0,40 Athletic Equipment Attendant for the men's locker room and none for the women's. Hourglass Support Services currently relies upon NANCE to help maintain support services.	4

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Promotion to District 8/1/10	3COU_J1_010347	0.60	SSA	Counseling	Student Services	With the completion of the new Student Services Center in 2013 and as we grow to our projected target of 25,000 students we will need to fill our current vacant 0.60. <i>Impact due to new DQ/100u/Vets Ed Plans</i>	5
Promotion to 0.60 Position 8/17/01	3ADM_J1_010348	0.40	SSA	Admissions & Records	Student Services	This position is currently frozen and de-funded. This classification of employee cannot be filled with NANCE student workers as students are precluded from accessing other student's records. Due to the increased demand from students enrolling at our campus this position is key is supporting their matriculation requirements.	6
Promotion to 1.0 at Mesa	3ADM_J1_010349	0.40	SSA	Admissions & Records	Student Services	This position is currently frozen and de-funded. This classification of employee cannot be filled with NANCE student workers as students are precluded from accessing other student's records. Due to the increased demand from students enrolling at our campus this position is key is supporting their matriculation requirements.	7
Resignation 6/3/10	3STA_J1_010763	1.00	Senior Account Clerk	Student Accounting	Admin Services	This is a replacement for a vacant, unfunded 1.0 Senior Account Clerk that was lost due to resignation	8

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Resignation 5/8/09	3REP_J1_002294	1.00	Lead Production Services Assistant	Reprographics	Admin Services	This position was vacated and subsequently frozen. Consequently, if one or more staff members are out or if the Lead Service Assistant position is not filled again in the near future, the critical services we provide would be jeopardized. It is anticipate that disruptions in Reprographics services for the faculty & staff could result in delays with overall productions.	9
Resignation 6/30/08	3VPS_J1_010332	1.00	Clerical Assistant	Outreach	Student Services	Outreach is still a developing office at Miramar College, with responsibilities increasing by leaps and bounds. Requested is that eventually Outreach will have 1.0 FTE Student Services Assistant I position, to align with the growing needs of the office, and to coincide with the current district structures in the Outreach Offices.	10